



**State of New Jersey**

DEPARTMENT OF EDUCATION

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*Acting Commissioner*

February 13, 2012

TO: Chief School Administrators/School Bus Contractors

FROM: Robert J. Cicchino, Director  
Office of Fiscal Accountability and Compliance

SUBJECT: Criminal History Review Unit – Federal Bureau of Investigation (FBI) Fee Reduction.

**IMPORTANT UPDATE INFORMATION CONCERNING CRIMINAL HISTORY FINGERPRINTING PROCEDURES – PLEASE INFORM STAFF PERSONNEL RESPONSIBLE FOR PROCESSING THE BACKGROUND CHECKS OF THE UPDATED CHANGES TO THE PROCEDURES.**

The Criminal History Review Unit has been notified via New Jersey State Police that the Federal Bureau of Investigation will reduce the fee for electronically submitted fingerprint search requests effective **March 19, 2012**. The new fee structure applies to the following categories:

**NEW APPLICANTS FOR EMPLOYMENT:**

New applicants requiring the state and federal criminal history record check will be charged a reduced rate of \$67.50 payable to MorphoTrak at time of scheduling. The Applicant Authorization/Certification and the \$10.00 administrative fee payable to the Department of Education must be submitted electronically prior to scheduling an appointment to be LiveScan fingerprinted by MorphoTrak. Our website address is: <http://www.state.nj.us/education/educators/crimhist/>. There is also a \$1.00 convenience fee charged by Official Payment Corporation (OPC).

**ARCHIVE SUBMISSION PROCESS:**

Applicant LiveScan Fingerprinting for paid employees who are eligible for the “Archive Submission Process” will pay a reduced fee of \$32.55, **including the \$10.00 administrative fee**. There is also a \$1.00 convenience fee charged by OPC.

**UNPAID VOLUNTEERS:**

Unpaid volunteers will be processed by state and federal authorities at a cost of \$26.00 payable to MorphoTrak at time of scheduling. The Authorization/Certification and administrative fee of \$10.00 must also be submitted to the department by accessing our website at: <http://www.state.nj.us/education/educators/crimhist/>. The unpaid volunteer, by statute, must be reimbursed for the cost of the processing including any administrative fees. There is also a \$1.00 convenience fee charged by OPC.

**MORPHOTRAK INFORMATION:**

Beginning March 12, 2012, applicants contacting MorphoTrak to schedule an appointment via the website or call center will be assessed the lower federal fee. Beginning March 19, 2012, MorphoTrak will begin collecting the lower FBI search fee. We anticipate that most applicants contacting MorphoTrak after March 12, 2012 will be making appointments for March 19, 2012 or later. Any applicant scheduling/paying for their appointment prior to March 12, 2012 but being printed after March 19, 2012 will receive a refund from MorphoTrak.

In an effort to reduce the number of applicants scheduling/paying the higher FBI rate and subsequently being printed after the rate decrease, MorphoTrak will manage scheduling as follows:

- Immediately – Applicants will be unable to schedule an appointment beyond March 18, 2012 so that their appointment date falls in line with payment made.
- Ongoing – MorphoTrak will monitor appointment availability on a daily basis and open appointments beyond March 18, 2012 as needed to adhere to the state contract requirement (within 10 business days).

RJC/CHC/cc/chief.school.admin.ltr.FBI fee reduction.

c: Members, State Board of Education  
Acting Commissioner Christopher D. Cerf  
Chief of Staff David Hespe  
Assistant Commissioners  
Executive County Superintendents  
Carl H. Carabelli